

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1292

**TITLE:** VOLUNTEER SERVICES PROGRAM MANAGER

**GRADE:** S-22

**DEFINITION:**

Under direction, to manage volunteer services program(s); to plan program(s); to assure the provision of resources necessary for program operation; and to evaluate program effectiveness in meeting goals and objectives.

**TYPICAL TASKS:** (illustrative only)

- o Establishes and maintains liaisons with agency program managers to insure efficient and continued use of volunteers
- o Directs the preparation of reports, budgets, position papers, legislative input and proposals
- o Prepares and presents speeches to civic and community organizations to promote volunteerism
- o Coordinates annual plan of training offerings for volunteers and develops in-service training materials including program-specific manuals and resource materials for diverse volunteer workforce
- o Supervises full performance level Volunteer Services Coordinators and volunteer positions
- o Participates as member of committee assigned task of exploring innovative volunteer programming and developing County volunteer service policies and standards.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- o Ability to supervise both professional level staff and volunteers effectively
- o Ability to develop, implement, and evaluate program goals and objectives
- o Demonstrated interpersonal and organizational skills
- o Effective oral and written communication skills, including effective presentation skills.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a degree in social or behavioral sciences, liberal arts, education, or personnel administration AND

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Two years of professional volunteer services coordination experience, including recruitment, selection, and placement of volunteers.

ESTABLISHED: February 11, 1991

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